

Records Cleanout Campaign

The year-long Records Cleanout Campaign directed by the President in his memorandum of September 22, 1966, to Heads of Departments and Agencies has now been completed. Records held by these departments and agencies have been reduced in bulk by more than 2 million cubic feet, or about 8 percent of all Federal records.

Thirty-six departments and agencies conducted individual campaigns during the year according to schedules worked out with the General Services Administration, as prescribed by the President. Ten other departments and agencies, which had completed similar campaigns between January 1965 and September 1966, were exempted by the President from participation.

The Records Cleanout Campaign in each agency followed procedural and reporting guidelines prepared by GSA, which also assisted the Budget Bureau in coordinating the Government-wide effort. In total, the 36 agencies reporting on their campaigns have destroyed 1.5 million cubic feet of records and have transferred another 515,000 cubic feet to records centers. As a result, 63,500 filing cabinets and 293,000 linear feet of shelving were cleared for reuse, and 512,000 square feet of office space and 115,500 square feet of storage space were also cleared. The annual rental value of the space cleared and the replacement value of the equipment emptied amount to \$5.9 million of costs avoided by the Government.